

Date: [Insert Date]

To: [Mediator Name/Agency Name]

[Address Line 1]

[Address Line 2]

RE: Referral for Employment Mediation

Dear [Mediator Name],

I am writing to formally request your professional mediation services to assist in resolving an ongoing employment dispute between the parties listed below:

- **Employee Name:** [Insert Name]
- **Employer Name:** [Insert Company Name]

Nature of the Dispute:

The disagreement pertains to [Briefly state issue, e.g., contractual terms, termination, workplace grievance, or unpaid compensation].

Status of Previous Negotiations:

The parties have attempted to resolve this matter internally through [mention internal steps taken], but have reached an impasse. We are now seeking a neutral third party to facilitate a fair and mutually acceptable resolution.

Requested Action:

Please provide your availability for an initial session, a copy of your mediation agreement, and a summary of your fee structure. Both parties have expressed a willingness to participate in this process in good faith.

Relevant documentation supporting the background of this case is attached for your preliminary review.

Thank you for your time and professional assistance. We look forward to your response.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Phone Number]

[Your Email Address]